

Centennial City Clerk Monthly Report February 2012

Activity

Boards and Commissions

The Deputy City Clerk staffed the ad hoc appointment committee for the Liquor Licensing Authority. The City Clerk served as the staff member on this ad hoc appointment committee. Interviews were held for four applicants. The three successful candidates will be commended to City Council for appointment in March.

City Council Meetings

The City Clerk and Deputy City Clerk staffed three City Council meetings in February. Audio recordings of each meeting and approved minutes are available via the city's web site at www.centennialcolorado.com.

Senior Citizen Commission

The City Clerk staffed the Senior Commission meeting of February 14, 2012 and followed up on numerous tasks resulting from the meeting.

Liquor Licensing

The Liquor Licensing Authority did not meet in February. Eight (8) renewal applications were processed by the Deputy City Clerk in February.

Passports

Ninety-one (91) passport applications were accepted and sent to the U.S. Department of State in February. Forty-four (44) photos were taken.

Public Records Request

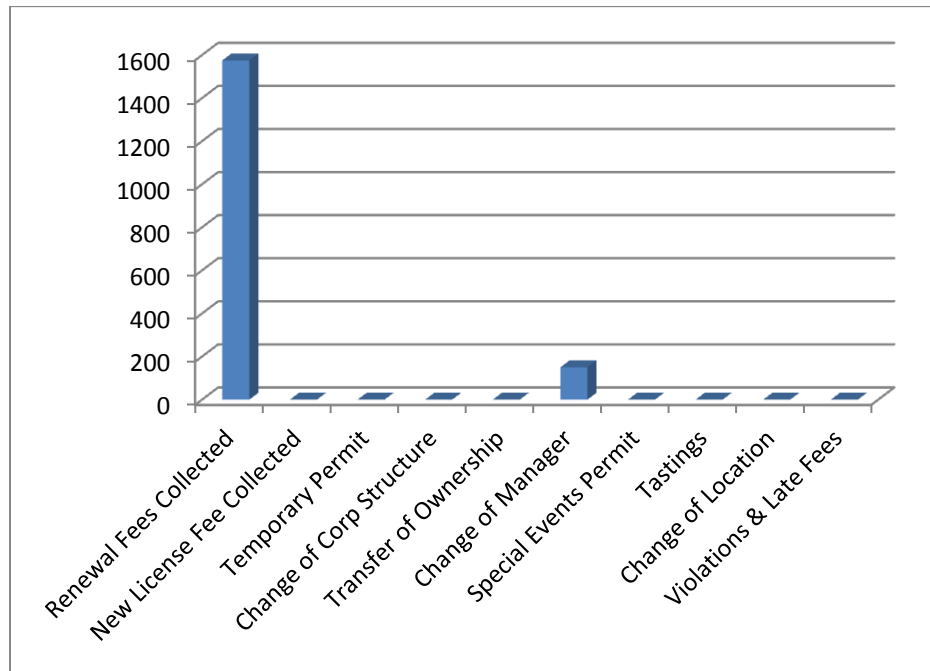
The City Clerk's office processed four (4) public records requests in February. All requests were completed in a timely manner according to the Colorado Open Records Act.

Fees

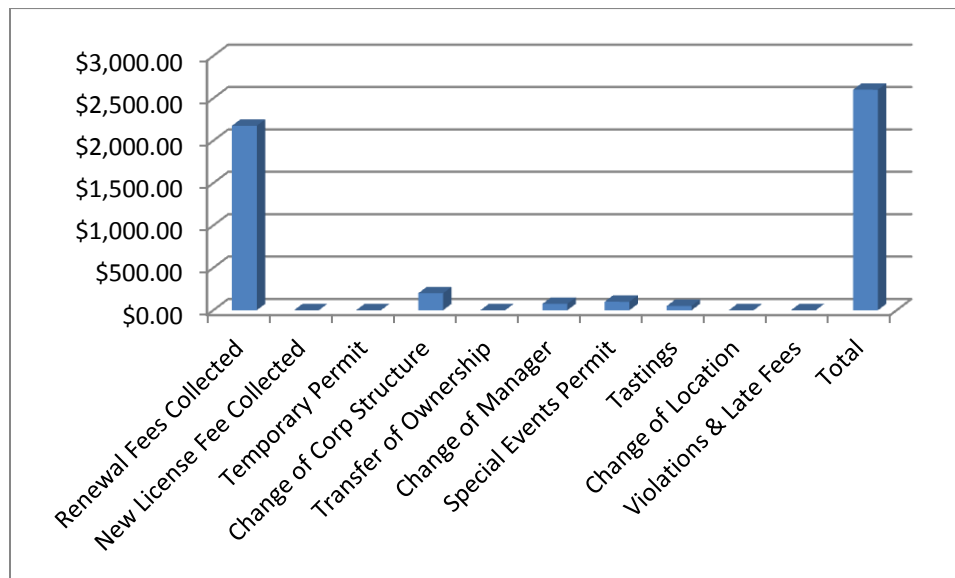
Liquor Licensing

Total Licensing Fees Collected February 2012: **\$747.50**
(Compared to Total Licensing Fees Collected in February 2011: \$647.50)

February 2012



Year to Date



Passports

Total Passport Fees Collected February 2012: **\$2715.00**

Execution Fees to the City of Centennial: \$ 2275.00

Photo Fees Collected: \$440.00

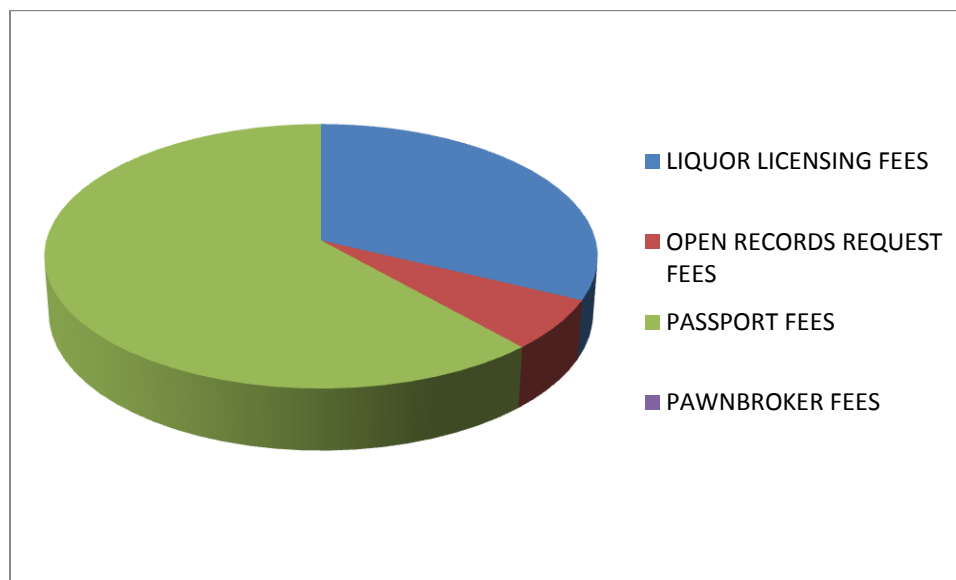
Public Records Request

Total Public Records Request Fees Collected February 2012: **\$502.75**

Year to Date Total Fees Collected 2012: **\$502.75**

Total Fees Collected by the City Clerk's Office Year to Date (2012): \$8,084.00

LIQUOR LICENSING FEES	OPEN RECORDS REQUEST FEES	PASSPORT FEES	PAWNBROKER FEES
\$2,601.25	\$502.75	\$4,980.00	\$0.00



Special Projects and Training

The Deputy City Clerk and the Senior RIM Clerk participated in a series of four webinars in February on Records Emergency Planning and Response conducted by FEMA and the Council of State Archivists.

The Deputy City Clerk and the Senior RIM Clerk toured the State Archives and learned about Records Management at the State level on February 15, 2012.

The City Clerk, Deputy City Clerk and Senior RIM Clerk attended Content Editor Training for the City's website conducted by the IT staff.